

ON-CAMPUS EMPLOYMENT OPPORTUNITY **FRONT DESK RECEPTIONIST**

Program Information: The Academic Skills Center houses Cal Poly's Study Sessions and Supplemental Workshops coordinators and staff.

Qualifications: Must be an enrolled Cal Poly student in good academic standing (not on Academic Probation).

Typical Job Duties:

1. Greet and assist visitors to the ASC, including Study Session and Supplemental Workshops in Math and Science facilitators.
2. Answer inquiries via telephone, email, and in person.
3. Maintain office operations: reload copier and printers with paper; assist with minor technological difficulties in computers, printers, and copiers; perform simple cleaning assignments as needed.
4. Work collaboratively with students, staff, and campus partners.

Job Knowledge/Required Skills:

- Interpersonal communication skills – comfortable communicating with both visitors and office staff.
- Empathy – maintain sensitivity in working with low-income and first-generation students; interact with people regardless of culture, socioeconomic level, gender, ethnic origin, or other traditional stereotypes.
- Technological competency – proficient in *Microsoft Office Suite*, with keyboarding at 45+ WPM.
- Adaptability – ability to shift readily from one task to another.
- Knowledge of Cal Poly – well informed of campus resources.

Compensation: Starting wage is \$11 per hour.

Work Hours: Flexible work hours, typically extending between 5-15 hours per week (particularly during the highlighted areas on separate form).

Application Process:

- See directions on the application.

Contact Information:

Coordinator: Trevor Forzetting

Location: Academic Skills Center – Kennedy Library, Room 112

Email: asc@calpoly.edu

Main Phone: 805-756-1256

Application Deadline: Friday April 27, 2018